

RECEIVED  
SECRETARY OF THE SENATE  
PUBLIC RECORDS

## EMPLOYEE PRE-TRAVEL AUTHORIZATION

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

ETHIC JUN 28 '17 pm 1:46

Name of Traveler: Manuel Contreras

Employing Office/Committee: Senate HELP Committee

Private Sponsor(s) (list all): Jobs for the Future MC

Travel date(s): August 29 - 31 2017

*Note: If you plan to extend the trip for any reason you must notify the Committee.*

Destination(s): Eastern Kentucky (Middlesboro, Benham, Hazard, Pikeville, and Paintville)

**Explain how this trip is specifically connected to the traveler's official or representational duties:**

As a Legislative Aide, I work on K-12 and higher education issues that have particular challenges in rural areas, including Eastern Kentucky. The trip will allow me to better assist the HELP Committee through its visits to certificate and associate degree programs at a variety of institutions in Kentucky.

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Employee: ☐ Spouse ☐ Child

**I certify that the information contained in this form is true, complete and correct to the best of my knowledge:**

7/27/17  
(Date)

  
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Patty Murray hereby authorize Manuel Contreras  
 (Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

7/28/17  
(Date)

*Patty Murray*  
(Signature of Supervising Senator/Officer)

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